

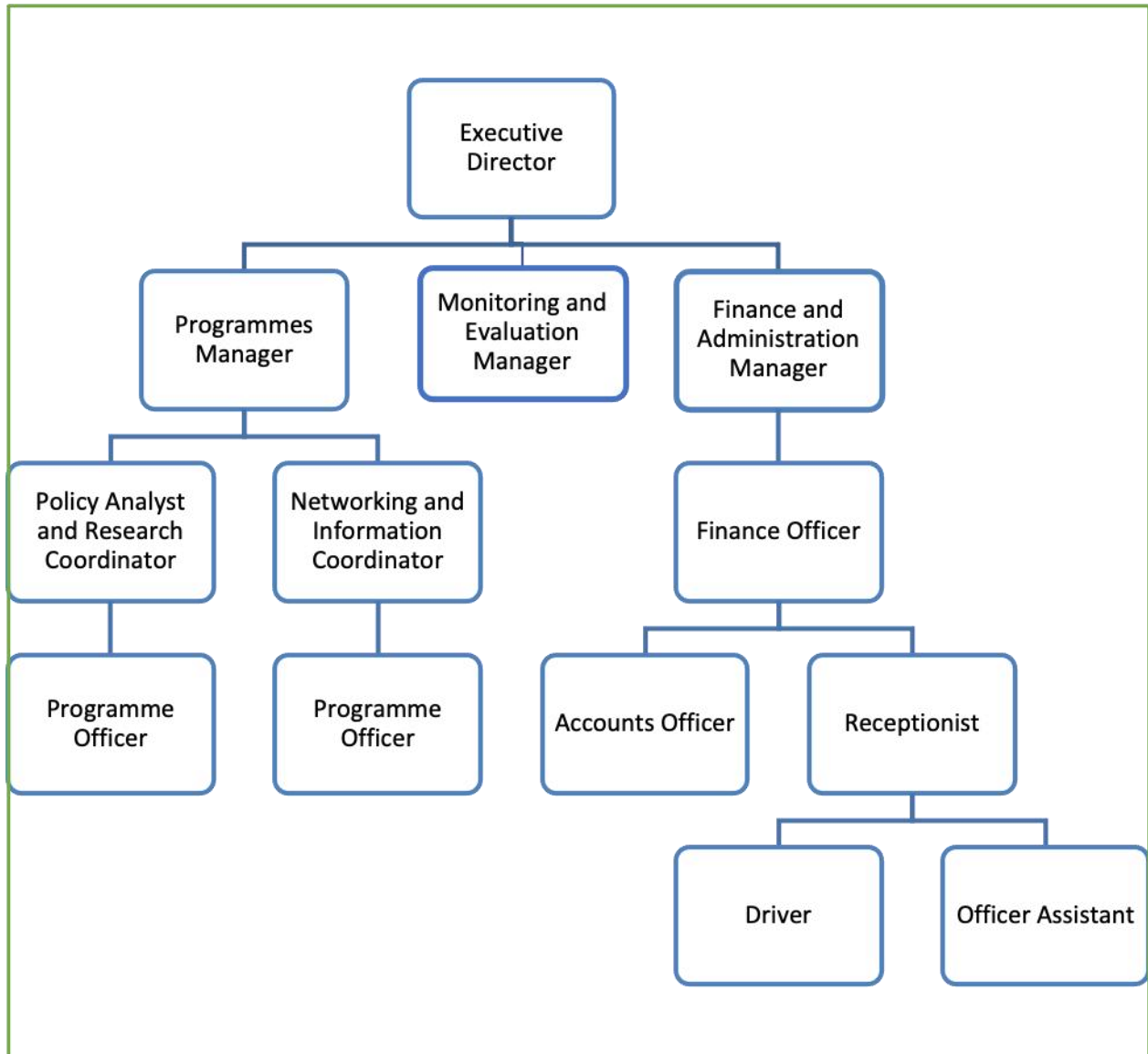


ZANEC

GENDER POLICY

2022

The ZANEC Reporting Structure



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The successful drafting of this Zambia National Education Coalition (ZANEC) Gender Policy – has been made possible by the efforts and contribution of the different stakeholders that contributed to this Policy

The organisation is grateful to Ms Emma Phiri, the Gender Expert for drafting the Policy. We are also thankful to the Education Out Loud (EOL) Campaign of the Global Partnership for Education and Oxfam for making funds available to develop the Organisational Gender Policy.

More thanks go to the different institutions, ZANEC Member Organisations and partners that participated through interviews and meeting. We salute you all.

George Hamusunga
ZANEC Executive Director

Foreword

The Zambia National Education Coalition (ZANEC) is alive to the fact that gender mainstreaming takes root across all levels to achieving equitable and sustainable socio-economic development. To progressively provide appropriate guidance, strategies and interventions for its successful implementation, ZANEC realised the need and importance of formulating the Gender Policy.

The development of this Policy has been necessitated and inspired by several laws and instruments such as the enactment of the Zambian Constitution Amendment Act No.2 of 2016, the Education Act, No.23 of the 2011, the Gender Equity and Equality Act, No.22 (2015), the Anti-Gender Based Violence Act, No. 1 of 2011, the National Higher Education Policy of 2019, the National Gender Policy of 2014, ZANEC Human Resource Manual (including, recruitment, promotion and training), ZANEC Strategic Plan and the Eighth National Development Plan (8NDP) of 2022.

The Policy has equally examined conditions in various departments from a gender perspective to align it to the laws and the Policies that govern the work of ZANEC.

I, therefore, urge ZANEC Member Organisations, the Board of Governors, Management and staff as well as stakeholders to acquaint themselves with this policy so that the vision on gender equity and equality is attained.

Henry Kabwe
ZANEC Chairperson

Working Definitions

Gender	This refers to the socially and culturally constructed differences between men and women and how society values and allocates duties, roles and responsibilities to women, men, girls and boys. This differential valuing creates the gender division of labour and determines differences in access to benefits and decision making which in turn influences power relations and reinforces gender roles. This is done at various levels of gender socialization including family, religion, education, culture, peers and the media.
Sex	Sex refers to the biological and physiological differences between males and females as determined by nature. It is God-given, universal and non-changeable.
Culture	Culture refers to people's way of life, systems of beliefs, values, rituals, interaction patterns and socialization which determine attributes, roles, responsibilities, and expectations in a society. It determines what the society wants and expects from women, men, girls and boys. It defines the status and power relations between women, men, girls and boys.
Gender roles	Gender roles are reflected in activities and responsibilities ascribed to men and women based on perceived differences which are reinforced through the gender division of labour. This arises from the socialization of individuals from the earliest stages of life through identification with specific characteristics associated with being male or female.
Gender relations	It refers to social relationships between males and females within a specified time and place. These social relationships explain the differences in power relations between the sexes.
Gender stereotypes	Stereotypes are structured sets of beliefs about the personal attributes, behaviours, roles of a specific social group. Gender stereotypes are biased and often exaggerated images of females and males which are used repeatedly in everyday

	life.
Gender Division of Labour	It relates to the different types of work that men and women do because of their socialization and accepted patterns of work within a given context.
Gender Equity	Is the process of being fair to females and males. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent females and males from otherwise operating on a “level playing field.”
Gender Equality	Is the absence of discrimination based on a person’s sex in authority, opportunities, allocation of resources or benefits and access to services. It is therefore, the equal valuing by society of both the similarities and differences between males and females, and the varying roles that they play.
Gender Analysis	This is the process of examining roles and responsibilities or any other situation regarding women and men; boys and girls, with a view to identifying gaps, raising concern and addressing them; investigating and identifying specific needs of girls and boys, women and men for policy and programme development and implementation.
Gender issue	This is a point of gender inequality that is undesirable and therefore, an intervention. It results from some form of gender discrimination or oppression. A gender issue arises when there is inequality, inequity or differentiated treatment of an individual or a group of people purely based on social expectations and attributes of gender. Gender issues are sometimes called gender concerns.
Gender Sensitivity	This is the ability to perceive existing gender differences, issues and equalities, and incorporate these into strategies and actions.
Gender Responsiveness	This is planning and implementing activities that meet identified gender issues/concerns that promote gender equality.
Gender	It is the process of integrating a gender equality perspective

Mainstreaming	into the development process at all stages and levels. Gender mainstreaming is a strategy for the achievement of gender equality.
Gender Transformative Approach	gender transformative approach focuses on tackling the root causes of gender inequality and on reshaping unequal gender and power relations among the given society
Rights Based Approach	It is a process that seeks to ensure the protection against any form of abuse and exploitation.
Policy	A statement of goals, objectives and course of action outlined by the government to provide guidance for intended actions.
Sexual Harassment	<p>According to section 137 A (3) (d) of the Penal Code (amendment) Act 15 of 2005 of the Laws of Zambia, it is sexual imposition using forceful behaviour or assault to gain physical sexual conduct. This is unwelcomed sexual advances, requests for sexual favours, or unwanted physical, verbal or non-verbal conduct of a sexual nature. Such conduct would constitute sexual harassment when:</p> <ul style="list-style-type: none"> • Submission to such conduct is made either explicitly or implicitly as a condition of an individual officer or advancement, or • Submission to or rejection of such conduct is used or threatened or insinuated to be used as basis for decisions affecting officers • Such conduct has effect of unreasonably interfering with an officer’s work or creates an intimidating, threatening, hostile or offensive working environment.

Acronyms

ACHPR	The African Charter on Human and People's Rights
ACRWC	African Charter on the Rights and Welfare of Children
CEDAW	Convention on the Elimination of all forms of Discrimination against Women
M & E	Monitoring and Evaluation
8NDP	Eighth National Development Plan
SADC	Southern Africa Development Community
SDGS	Sustainable Development Goals
UDHR	Universal Declaration on Human Rights
YALE	Youth Adult Literacy and Education
ZANEC	Zambia National Education Coalition

Policy Summary

The objective of this policy statement is to ensure that ZANEC's policies, programmes and activities benefit both women and men and contribute to gender equity as part of the Organisation's commitment to strengthen the social dimensions of its projects, programmes as well as policy works.

In addition, it describes the rationale for gender mainstreaming in the context of ZANEC's mission, values as well as outlines commitment to integrate gender lens in the programmatic and operational structures as well as procedures.

ZANEC commits to creating programmatic structures and procedures that:

1. Incorporate a gender perspective into programme and project development processes through the application of gender awareness and analysis in the project cycle, including design, implementation, monitoring and evaluation. Where appropriate, develop gender analysis and sex-disaggregated social and economic indicators and targets;
2. To the extent possible, assess potential impact of programmes and projects on gender equity, and ensure that potential negative impacts on women and men are addressed, if appropriate also identify and use opportunities to reduce gender inequities;
3. Apply a culturally sensitive approach, especially when working with local communities, and that respects and takes account of different roles, responsibilities, entitlements and knowledge among men and women involved and/or affected by the programme or project;
4. Examine how policies, processes and member institutions at and beyond community level (i.e. national) affect gender equity, as well as men and women's access to and control over resources, and power of decision-making in our programmes or projects and identify options, where appropriate gender equity and equality is promoted within structure; and
5. Encourage continuing effort to expand ZANEC's knowledge and commitment to social and gender equity, through staff training, documentation and sharing of lessons.

ZANEC understands that the pre-condition for implementing gender responsive education programmes is that gender sensitivity is also mainstreamed across

ZANEC's internal human resource policies, procedures and governance mechanisms, as well as in the overall culture of our organization.

Hence, ZANEC also commits to ensure an organizational culture and work environment where:

1. Employment decisions about recruiting, hiring, responsibilities, training and professional development, promotion, transferring, compensation and termination are uniformly based on qualifications, including skills, abilities, knowledge and experience as well as actively pursues gender balance at all levels of the organization;
2. Staff can work in an environment of inclusion, civility, and respect for the rights of each individual and where all employees share key organizational values focused on equal opportunity, good governance, accountability and transparency;
3. Benefit policies are gender sensitive and equitable (to the extent possible under applicable national laws) and appropriately respond to members of staff needs for balancing work, family, and civic life;
4. ZANEC management and other staff are aware of what constitutes discrimination and respect diversity in work as well as management styles and prevent discriminatory practices, which includes, stereotyping and sexual harassment; and
5. There is a human resource manual with anti-discrimination and anti-harassment clauses with provision for reporting, investigation and sanctions for employment-related discrimination and/or harassment.

Chapter 1

1.0 Introduction

The Zambia National Education Coalition (ZANEC) is a network of Civil Society Organisations registered under the Registrar of Societies Act on 3rd July 2002. The organisation currently has Ninety-one (91) Member Organisations comprising of Community Based Organisations, Faith Based Organisations, Non-Governmental Organisations, Teacher Trade Unions and Student Unions. The organisation works across five education sub-sectors namely Early Childhood Care, Development and Education (ECCDE); Basic Education (Primary and Secondary School); Skills and Tertiary Education; Youth, Adult Literacy and Education (YALE); and Gender and Equity.

ZANEC's mandate is to “*coordinate civil society advocacy for quality, equitable and inclusive education for all Zambians*”. The organisation achieves this through research, advocacy and member capacity building in different aspects of the Education and Skills Sector in Zambia. ZANEC takes interest in ensuring that ***no one is left behind*** in accessing quality education by mainstreaming gender, disability and other vulnerable groups in its advocacy work.

2.0 Legal Framework

Zambia is a signatory to a number of international and regional instruments such as the Universal Declaration on Human Rights (UDHR) (1948), Southern Africa Development Community (SADC), The African Charter on Human and People's Rights (ACHPR), African Charter on the Rights and Welfare of Children, (ACRWC), Convention on the Elimination of all forms of Discrimination against Women (CEDAW), Maputo Protocol and Sustainable Development Goals (SDGs) **No.4:** Quality education, **No.5:** Gender equality, **No.8:** Decent work and economic and **No.10:** Reduced inequalities. The Zambian government has taken measures to adhere to International, Regional and Sub-regional instruments that are aimed at promoting gender equality such as the development of the National Gender Policy (2014), The Employment Code Act, No.3 of 2019, Anti Gender Based Violence Act of No. 1 of 2011, the Gender

Equity and Equality Act (2015) and The Eighth National Development Plan (2022). Other measures are enshrined in the *Zambian Constitution Amendment Act No. 2 of 2016*.

The following legal instruments shall guide the implementation of this policy:

1. The Constitution, Chapter 1 of the Laws of Zambia
2. National Gender Policy 2014
3. Gender Equity and Equality Act, No.22 of 2015 of the Laws of Zambia
4. The Education Act, of the Laws of Zambia
5. The Employment Code Act, No.3 of 2019 of the Laws of Zambia
6. The Anti-Gender Based Violence Act, No.1 of 2011 of the Laws of Zambia
7. The Disability Act, of the Laws of Zambia

3.0 Situational Analysis

ZANEC has recognized that promoting gender equity and equality are paramount as reflected in the *Zambian Constitution* within the Human Rights perspective. Article 23, of the *Constitution of Zambia* (as amended by Act No. 18 of 1996), and the *Gender Equity and Equality Act, No.22 of 2015*, of the *Laws of Zambia*, prohibits the treatment of any person in any discriminatory manner regardless of the sex.

The policy will therefore deal with Issues that relate to power relations between women and men. It also seeks to create an environment for all stakeholders to implement programmes aimed at achieving gender equality and women's empowerment. The policy responds to the constitutional imperative of substantive equality for all and the removal of all forms of unfair discrimination that prevent full participation of women. It applies to all the Coalition members and affiliates. The historical exclusion and inequality of women with men, even

within the same family, has resulted in women having lower levels of employment, lower levels of income, lower levels of education and fewer chances of upward mobility. Women form a larger percentage of the poor. Thus, fulfilling the obligations under the Sustainable Development Goals (SDGs) and other related instruments on gender, requires a commitment to address both gender equality and equity. This Gender Policy defines ZANEC's explicit commitments to support gender equality and the principles expressed in these international agreements.

4.0 Vision

"A sustainable and inclusive education system that responds to national aspirations and fosters an environment for self-fulfilment".

5.0 Rationale

The principle of gender equity entails identifying major gender issues affecting ZANEC and setting out the goals and objectives for addressing these issues. It also entails establishing the institutional machinery and authority within the organisation to ensure a continuing management capacity to recognize and address gender issues.

The reasons for developing this policy is for recognizing that both female and male ZANEC officers can work together for a safe and secure Zambia as follows:

- a. There is need to address the gender gaps identified to make sure there is gender equity between men and women;
- b. There is need to address persistent and emerging gender biases, imbalances, insensitivity and any other forms gender inequalities, including all forms of harassment and gender discrimination; and

- c. There is need to align the Human Resource Manual, Financial and Fraud Policy and other relevant documents with the Gender Policy.

7.0 Guiding Values

The implementation of this Policy shall be guided by the following:

- (1) Universal Right to Quality Education: Education is a right to every child, youth and adult, regardless of sex, geographic divide, social and economic status;
- (2) Equity and Inclusiveness: No one should be left behind, whether persons with disabilities, girls, women, poor and rural communities;
- (3) Non-partisanship: Non-alignment to any political party and voice without fear or favour;
- (4) Transparency and accountability: Promoting and acting with utmost integrity responsible to the vision and mission of the organisation;
- (5) Volunteerism: Selflessness and passion for reason for existence; and
- (6) Value for money: Cost effectiveness with high sense of results orientation.

7.0 Gender Equity and Equality

This Policy rests on the principle that both female and male officers of ZANEC are equal in all respects, power, resources and opportunities, differentiated only by their biological roles and physical traits. It follows that there must be equity (fairness) and justice in recruitment, promotion, and that all forms of discrimination based on sex and gender should be eliminated.

8.0 Rights Based Approach

The Policy is premised on the Human Rights approach that seeks to improve the rights of male and female to ensure full participation and equal representation within ZANEC.

9.0 Accountability for Gender Mainstreaming

Under this principle, departments and units are required to account for gender mainstreaming in the implementation of their policies, programmes and

activities to promote gender equality as well as empowerment of male and female in the development agenda.

10.0 Core Values

ZANEC is expected to be gender sensitive in upholding and advancing Human Rights practices, confidentiality, impartiality, accountability, excellence, teamwork, professionalism and integrity.

11.0 Transparency

Under this principle, there is need to ensure that the flow of information is adequately disseminated to ZANEC members of staff and supporting staff on matters relating to recruitment, promotions, in service trainings, external trainings and other relevant information.

12.0 Affirmative Action

Notwithstanding the principle of gender equity and equality, this Policy acknowledges that special measures (legislative and/or otherwise), are necessary for the advancement and sustainability of gender equity and equality in the ZANEC.

13.0 Aims and Objectives

To ensure that both male and female officers in ZANEC, have equal access to leadership and key decision-making positions through gender responsive employment procedures, such as recruitment, promotion and trainings.

The policy seeks to address fundamental issues such as: -

- (a) Correct the imbalances of gender representation in ZANEC;
- (b) Increase participation of women at key decision-making levels; and
- (c) Implement the ZANEC Gender Policy to support the mainstreaming of gender in all Human Resource related functions.

The Policy focuses on the following: -

1. Mainstreaming gender in all policy making programmes, recruitment, promotions, planning and budgeting to ensure that Gender Responsive Planning and Budgeting (GRPB) is upheld;
2. Ensuring equal representation of both male and female in key decision-making positions;
3. Ensuring gender transformative approaches to address the gender issues of attitude and behaviour to support the attainment of gender equity and equality at work place and implementation areas;
4. Facilitating equal participation for both male and female officers in training and development; and
5. Monitoring and Evaluating (M&E) the efficiency and effectiveness of the Gender Policy.

14.0 Policy Statement

ZANEC is committed to achieving gender transformation, gender equity, equality and dignity of all members of staff. It is also committed to creating an enabling environment of common respect among its members and support staff. ZANEC recognises that a conducive environment for work includes the respect for the rights and feelings of all, free from sexual and other forms of harassment. ZANEC further affirms that sexual and other forms of harassment are violations of fundamental rights and that they undermine career advancement and inclusion in productive work.

It is against this background that this Policy has been formulated to provide institutional mechanisms to explicitly address the following gender inequalities;

- In recruitment, promotions, training and development.
- Exclusion of women from equal participation in some operations.
- Develop various gender sensitive policies for the organisation (e.g. Financial and Fraud Policy).

The overall goal of this policy is to eliminate all gender-based discriminatory regulations and practices within ZANEC. It must be noted from the onset that the information in this policy will make every member of ZANEC become aware of gender related issues. The policy does not supersede ZANEC and other instruments relevant to the organisation duties but seeks to rectify and eliminate gender-based biases in existing documents as well as change traditional ways of operations.

15.0 Policy Framework

ZANEC Gender Policy sets out principles for the implementation of the strategies in achieving its objectives in mainstreaming gender. The Gender Policy will also outline principles that need to be put in place in monitoring and evaluating progress made in implementing gender balanced plans. The framework seeks to provide a conducive environment of gender issues within the ZANEC context that needs to be addressed. It further seeks to give an understanding as to how the reality of gender mainstreaming can be established and enforced within the institution considering past perspectives embedded into attitudes, values, norms and beliefs which prevail within the education sector.

16.0 Approaches to Achieve ZANEC's Gender Policy

The following approaches relate to the ZANEC Secretariat, members of the coalition, Board members and communities. Zambia National Education Coalition (ZANEC), will pursue the goals of this policy by integrating a gender lens in its entire operations, including funding as well as monitoring through the guidance of the relevant documents (e.g. Human Resource Manual, Financial and Fraud Policy), dialogues within the coalition, portfolio management processes and Monitoring and Evaluation. The Organisation will focus on building capacity on gender and education to understand, recognise and address gender related barriers.

16.1 The Gender Issues the Policy Seeks to Address

ZANEC fully subscribes to the UN Convention on Elimination of All forms of Discrimination against Women and other International and Regional Frameworks that provide for equality of opportunity between women and men. To this end, it is ZANEC's policy to provide equal opportunity employment for both women and men as follows:

1. ZANEC will ensure that in its recruitment process both women and men are considered and where necessary affirmative action may be employed to close any gender gaps in the staff establishment in order to achieve a 50/50 employment of women and men in the organization.
 2. ZANEC will ensure equal pay for equal work done regardless of sex or gender of the employee.
 3. ZANEC will as much as practically possible ensure that women and men specific needs and work environment is created and or promoted to facilitate for maximum efficient and effective work performance of all employees.
 4. ZANEC shall not tolerate sexual harassment in the work place and any reported cases shall be cause for disciplinary action.
 5. ZANEC shall ensure that female employees are granted Maternity leave as prescribed in Section 41 of the Employment Code Act, No.3 of 2019.
 6. ZANEC shall ensure that female employees who are nursing mothers are granted Nursing breaks as prescribed in Section 45 of the Employment Code Act, No.3 of 2019.
- ***Note:** Both the Employment Code Act, No.3 of 2019, and the ZANEC Human Resource Management and Conditions of Employment are silent on issues to do with travelling with either an infant or toddler.

16.2 Gender and Recruitment

At recruitment level, ZANEC ensures that candidates are treated equally, and opportunities are given to both male and female, obviously putting into consideration things like qualifications and experience where necessary.

Positions are given based on qualifications, experience, availability of funding, negotiations and availability; as a human rights organization will endeavour to pay staff according to the pay policy and in line with the minimum requirements of the employment and labour laws of the country. ZANEC ensures equal pay for equal work done regardless of sex or gender of the employee.

The policy of ZANEC is that staff should be correctly rewarded in relation to:

1. The contribution they are expected to make towards achieving ZANEC's objectives;
2. The results they achieve – in accordance with the principle of paying for performance;
3. The value placed on comparable jobs within ZANEC;
4. The value placed on comparable jobs in other organisations, i.e. market rates;
5. The economic environment as it affects ZANEC and its staff;
6. In determining one's salary at entry point, job holder's qualifications are taken into consideration, hence, the difference in salaries even though in the same salary grade;
7. The difference is required between levels of responsibility to:
 - a) Recognise seniority;
 - b) Provide incentives for career progression within ZANEC;
 - c) Reflect the skills and qualifications needed in different jobs
- (8) Develop a gender sensitive Recruitment Policy which will encourage a gender responsive recruitment process and accountability;
- (9) ZANEC affirm its commitment in pursuit of respecting human rights and gender balance through a concerted effort in enhancing representation of women in accordance with the principles of gender equality;

- (10) Develop mechanism in place to monitor the recruitment process in order to ensure that recruitment officers tasked comply with the provisions of the recruitment policy;
- (11) Develop and periodic revision of the ZANEC Recruitment Policy to meet the equality for all; and

16.3 Gender Equality in Promotion

1. ZANEC continues to make steady progress in improving the position of both women and men in the various positions. Notwithstanding this headway, difficulties continue to hinder the improvement of the status of in the organisation because of the structure.
2. Promotion is based strictly on performance, ZANEC will also take into consideration what has led to the position falling vacant (restructuring, change of programs being implemented, etc).
3. Strategies to ensure gender balance in promotion through this Gender Policy shall include:
 - (a) Design and introduce promotion board and criteria an initiative to ensure equitable promotion of women and men; and
 - (b) Adopt a different fast-tracked promotion system which shall ensure that competent and resourceful women are given an added advantage during promotion process to address the imbalances.

16.4 Gender Mainstreaming in Capacity Building (Training)

- (a) The principles of equal access to training to be guaranteed as well as promoted among female and male officers of ZANEC; and
- (d) Access to training and education at all levels of ZANEC is emphasized to enable officer's delivery quality service in all departments and units.

16.5 Gender Equality in Key Decision-Making

For strategic decisions, these are made by the top management composition. Some decisions such as the quarterly work plan/activities, when they should be done and how they should be done is made as a collective of all tiers of management. Team building is also conducted. Selection related to functions is mainly done by top management, but everyone is involved.

Men and women participate equally in decision making, it is normally done equally based on positions and not sex. In this regard it cannot be categorized as equal because the institution has more females than male members of staff.

Zambia National Education Coalition (ZANEC), has recognised the need to promote equitable gender representation at all levels of decision-making. In so doing the organisation will endeavour to:

- i. Formulate deliberate strategies to increase women's participation and representation in decision making;
- ii. Implement policies and programmes, those dealing with recruitment, promotions and access to training; and
- iii. Ensure that women issues are advanced and put on the agendas at the highest level of authority.

16.6 Gender Sensitivity in Planning and Budgeting

To implement this policy effectively, ZANEC shall endeavour to ensure that: -

- i. Funds are adequate to address both women's and men's needs;
- ii. During planning and budgeting for programmes, there should be adequate financial resources allocation for gender mainstreaming; and
- iii. Mobilise financial resources as outlined in this policy which will create impact among positions as well as in the entire gender mainstreaming process.

16.7 Sexual Harassment at Workplace

ZANEC shall not tolerate sexual harassment in the work place and any reported cases shall be cause for disciplinary action. This Gender Policy will also seek accountability on what mechanism or Standard Operating Procedure on how ZANEC will respond when a member of staff is subject to sexual harassment; and it will be inclusive of both sexes (male and female).

ZANEC recognises that sexual harassment is a human right violation at a work place and its common global phenomenon, which, if left unrestrained, is hazard to members of staff and it has to be addressed with severity.

Approaches to restrain and report sexual harassment at work places within ZANEC shall take the following measures to address it: -

1. Conduct urgent investigation on the extent of the sexual harassment to assert its severity and effect on the victim (officer/s);
2. Develop a Sexual Harassment Policy which will encourage a gender responsive process and accountability in the entire girls' education programming of ZANEC;
3. Develop a Protection Policy for School Related Gender Based Violence (SRGBV) as well as the Re-entry to tackle all girls' education issues throughout the entire programming of the activities;
4. ZANEC Management shall place high sensitivity to gender issues, advance the situation and role of both women and men by creating gender positive working environment for them to tackle sexual harassment;
5. The Gender and Equity Subsector Committee to develop the Operationalisation Guidelines for the ZANEC Gender Policy;
6. Conduct sensitization and awareness programmes to all levels of the Organisation through seminars, workshops and training to be on the effects of sexual harassment as a way of promoting engendered workplace environment;

7. ZANEC to provide some provisions in the Human Resource Management and Conditions of Employment on how a female officer is to be treated when travelling with an infant or toddler; and
8. Ensure that perpetrators of sexual harassment face serious disciplinary action or punishment and/or face criminal prosecution; and if found guilty be discharged from ZANEC as an Organisation.

***Note:** The Employment Code Act, No.3 of 2019 of the Laws of Zambia, is silent on the issue of travelling with an infant or toddler. ZANEC to include a provision in the Human Resource Management and Conditions of Employment to provide a conducive environment for the female members of staff.

17.0 Strategies

ZANEC is consistent with the existing law under Zambia shall take all reasonable steps to ensure prevention of sexual and any other forms of harassment within staff levels and files which will include the following steps:

1. Adoption of gender transformative approach to address root causes of inequality in the organization;
2. Adopt and implement the Gender Policy;
3. Establish Committees to handle complaints of sexual and any other forms of harassment as directed by HR Manual;
4. Circulation of the Policy to all departments and Units;
5. Launching of sensitization programmes about sexual and any other forms of harassment; and
6. Establishing gender responsive monitoring and evaluation framework for prevention of sexual and any other forms of harassment.

18.0 Complaint Procedure

Zambia National Education Coalition (ZANEC) is guided by the Human Resource Manual on matters relating to filing in complaints. The policy will

also include commitment to promote equality, non-discrimination and dignity through a reaffirmation to zero tolerance to sexual and any other forms of harassment. It is a core value of ensuring gender equality and through all interventions and practices. Sexual and any other forms of harassment among members of top management, middle management and support staff are unlawful and shall not be tolerated. Further, any retaliation against an individual who has complained about sexual and any other forms of harassment is unacceptable.

Zambia National Education Coalition (ZANEC) takes allegations of sexual and any other forms of harassment seriously and will respond promptly to complaints of this nature. In case such acts of inappropriate conduct have occurred, prompt measures shall be taken in accordance with the laid down procedures in the Human Resource Manual. The complaint must be made in good faith, which means that the person reporting the allegations of sexual and any other forms of harassment or abuse must believe that the way the victim perceived the alleged harassment reflects reality. Therefore, spreading of rumours, making intentional false report, verbally or in writing allegations of sexual and any other forms of harassment or abuse constitutes misconduct in which there is no reasonable basis of wrongdoing that is intentionally false is not acceptable and any person/s making falsehood shall be dealt with according to ZANEC laid down procedures and other disciplinary measures may be imposed in accordance with the Human Resource Manual. This policy is aimed at promoting a workplace free from sexual and any other forms of harassment or abuse.

19.0 Enforcement of Principles

The enforcement and implementation of this Policy shall be based on the following principles:

1. Any complaint lodged under this policy shall be treated with diligence, fairness, justice and due process according to the procedure laid down in the Human Resource Manual;
2. Complaints on sexual and any other forms of harassment or abuse will be treated with confidentiality to the extent practical. Only those individuals necessarily involved in the investigatory process and decision regarding resolution of the complaint should be ordinarily be provided access to information regarding any allegation of sexual and any other forms of harassment;
3. Determination of whether the conduct amounts to sexual harassment shall be on case by case basis, and determination of whether an environment is hostile, must be based on all circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating;
4. Anonymous complaints will not be entertained;
5. Investigation must be conducted promptly and thoroughly;
6. Both the complaint and respondent must be notified of the outcome of investigation;
7. When found guilty of sexual and any other forms of harassment or abuse, appropriate punishment shall be executed in accordance with laid down procedure through normal channels of ZANEC; and
8. In an investigation of sexual and any other forms of harassment or abuse allegations, the accused must promptly be informed of the complaint and the identity of the complainant/s.

20.0 Implementation Organs

A selected Gender committee appointed by ZANEC Secretariat and Member Organisations with the responsibility and powers will ensure full implementation of this policy across all ZANEC;

The ZANEC Secretariat shall support and give all necessary assistance for ensuring full effectiveness and prompt implementation of the Policy. It shall further:

- Establish gender committees in all catchment areas to ensure that members of staff are trained on the prevention steps;
- Provide adequate financial resources for all planned activities;
- Ensure prevention of all forms of harassment rests with all members of staff and member institutions of the coalition;
- Adequate protection of all members of staff in case of threats and retribution shall be treated with promptness;
- ZANEC Secretariat shall actively assist and do all that is necessary to ensure the safety of complainant within the premises of the institution in respect to any duties, activities performed in connection to officer's work which take place outside office space; and
- Victims of any other form of abuse shall be recommended for counselling to appropriate psychosocial services.

21.0 Gender Sensitive Infrastructure

The provisions of this Policy should be adhered to and implemented to ensure that gender mainstreaming cuts across the infrastructure of the Organisation. The policy will recognise women's and men's rights of having convenience rooms that are conducive, thus, women restroom to have a Sanitary Bin and for the men restroom to have Urinary.

This Policy shall reflect the special needs of both women and men to promote gender equity:

1. It should be recognized that there are gender sensitive roles of women within the organisation that should be identified; and
2. Strategies to recognise and institutionalise gender sensitive roles of women to be in place.

22.0 Monitoring and Evaluating Gender Mechanisms

The general purpose of the Monitoring and Evaluation (M&E) Framework is to ensure that the organisation is fully equipped to analytically engender the operations through monitoring and evaluation activities. This Policy will strengthen the effectiveness and impact of co-ordination and implementation of other policies, plans and programmes of ZANEC and its member institutions. This will help to evaluate progress made, identify problems in planning and implementation; as well as adjusting to ensure that ZANEC succeeds in achieving the overall goal.

In this respect, the Gender Committee shall co-ordinate the establishment and management of Monitoring and Evaluation, including operationalization of the ZANEC Gender Policy.

To ensure that the provisions set out in this Policy are implemented, a coordinated holistic approach will be established within the Terms of Reference set out below:

- (i) ZANEC Secretariat and member institutions of the Coalition shall establish gender committee and oversee its implementation as reflected in this Policy;
- (ii) ZANEC Secretariat at all levels shall promote provisions of this policy from time to time to find challenges and shortcomings; and

- (iii) ZANEC Secretariat shall link strategic planning to improve performance and eliminate gender insensitive results.

23.0 Implementation Plan

Due to the cross-cutting nature of gender, the implementation of this Policy will be undertaken in a comprehensive manner across the coalition. Gender Officer shall be appointed by the Organisation in accordance with the ZANEC establishment and required minimum qualification in gender issues. This will ensure efficient and effective gender mainstreaming in day to day operations, to facilitate the attainment of the gender equity and equality.

The Policy will assist in forging partnerships with stakeholders as well as building capacity and sharing best practices on gender mainstreaming. This implementation plan will enable ZANEC Secretariat to assign roles and responsibilities to the Gender Officer in accordance with the job description.

24.0 Institutional Arrangement

The ZANEC Secretariat shall engage ZANEC Board Members and the Member organisations of the Coalition, Education institutions, Gender Division and communities on the Implementation of gender perspective within ZANEC as to consolidate oversight mechanisms.

25.0 Resource Mobilisation and Financing

To implement this Policy effectively, ZANEC will require concerted efforts and resources from the **FUNDERS**. It is acknowledged that ZANEC Secretariat's commitment to secure financial resources shall be given utmost consideration based on priority, efficiency and effectiveness to the Policy implementation.

ZANEC will work closely with the Ministry of Education, Gender Division and other cooperating partners on strategies to mobilise financial resources as outlined in this Policy.

26.0 Review of the Policy

The review of this policy shall be done bi-annually by the Gender committee as appointed by the ZANEC Secretariat, Board members, ZANEC Coalition Members and Communities. This policy shall be revised as and when necessary to reflect changes in legislation regarding the country's legal environment and education directives.

28.0 Reference

Statutes:

1. The Constitution, Chapter 1 of the Laws of Zambia
2. The Disability Act, of the Laws of Zambia
3. The Education Act, No. 23 of 2011 of the Laws of Zambia
4. The Employment Code Act, No.3 of 2019, of the Laws of Zambia
5. The Gender Equity and Equality Act, No.22 of 2015, of the Laws of Zambia
6. The Penal Code (amendment) Act 15 of 2005

Policies:

5. The National Higher Education Policy of 2019
6. The National Gender Policy 2014
7. The Eighth National Development Plan (8NDP)
8. The Re-Entry Policy on Education
9. ZANEC Human Resource Manual
10. ZANEC Strategic Plan 2021 - 2025
11. ZANEC Learner Protection Policy 2018
12. ZANEC Financial and Procurement Policies and Procedures
13. ZANEC Anti-Fraud and Corruption Policy 2020

ABOUT US

The Zambia National Education Coalition (ZANEC) is a Coalition of non-state actors working in the Education and Skills Sector. It is a recognized institution advocating for improved access to quality education by all citizens. The organisation is involved in research, advocacy and member capacity enhancement on different aspects of Education and Skills Sector in Zambia.

Vision

“A sustainable and inclusive education system that responds to national aspirations and fosters an environment for self-fulfillment”

Mission

“ZANEC is a coalition of education organisations promoting quality and inclusive education for all, through influencing of policy, building consensus, holding duty bearers accountable and strengthening the capacities of stakeholders in the education sector”

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